

NPIC/D-360-70
2 December 1970

MEMORANDUM FOR: See Distribution

SUBJECT : NPIC Training Manual

REFERENCE : NPIC/D-312-70, dated 6 October 1970; Subject:
Preparation of a Training Manual on NPIC

1. The addressees listed below are the representatives appointed by Group and Staff Chiefs to assist in the preparation of an NPIC Training Manual.

2. Para. 5 of reference stated that as soon as all representatives were named a meeting would be called. This meeting was not called due to priority being assigned to the preparation of an NPIC Training Survey. As a result, most of my time is devoted to the Survey plus some assist to the NPIC Historian.

3. The status of the Manual is as follows:

- a. A rough mock-up has been completed.
- b. Portions of Introduction have been completed in draft form.
- c. Considerable material has been collected for use in remainder of Introduction.
- d. I have done nothing on the sections to be prepared on each Group and Staff.
- e. April 1971 is the current goal for completion of the Manual.

4. You are requested to pull together material for use in writing the section of the manual covering your activity to cover (Para. 4 of reference):

- a. Organization.
- b. Operation - how you do your job.
- c. Products
 - Types of Products
 - Customer - including how products are utilized.

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d. What the Future Holds (prospects in your component)

5. Give me a call on extension [] to see if I'm in and then drop by Room 6N-131 for a cup of coffee and to take a look at:

- a. Mock-up proposal.
- b. Completed drafts of Introduction.
- c. Training Manuals on other CIA components.

[]
Office of the Director, NPIC

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